



**CITY OF CORONA  
CITYWIDE MAIL DISTRIBUTION SERVICES  
REQUEST FOR PROPOSALS (RFP) 18-003SB  
ADDENDUM No. 2**

**Administrative Services Department  
400 S. Vicentia Ave., Ste. 320  
Corona CA 92882**

**Contact: Scott Briggs  
[scott.briggs@coronaca.gov](mailto:scott.briggs@coronaca.gov)  
PH: (951) 736-2369**

**11/22/2017**

Addendum No. 2 to RFP 18-003SB issued to revise sections of the RFP.

All provisions to this Addendum No. 2 are hereby incorporated by reference into the subject RFP 18-003SB. Proposers shall account for all provisions pursuant to this Addendum No. 2 in submitting their proposals. Each proposer shall acknowledge receipt of this Addendum in the space provided herein.

**Revision No. 1:**

Section II, Scope of Work, Page 1 of 4, A. Background is hereby deleted and replaced in its entirety with the following:

**SECTION II**

**SCOPE OF WORK**

**A. Background:**

The City of Corona Administrative Services Department is responsible for the distribution of U.S. postal mail and inner office mail for (12) twelve departments. Since 2013, the City has utilized the services of an outside vendor to provide mail processing and distribution services.

- There are (24) twenty-four delivery site locations for the City of Corona

Corona City Hall	12
Corona Public Safety Way	9
Library	1
Circle City Center	1
Animal Control	1
Total	24

- The City spent approximately \$142,508 during Fiscal Year (FY) 2015-16
- The City spent approximately \$148,964 during Fiscal Year (FY) 2016-17
- The City anticipates spending \$175,000 during FY (FY) 2017-18

**Revision No. 2:**

Section IV, Proposal Content, A. Presentation, subsection 5. Cost Proposal, page 2 of 3 is hereby deleted in its entirety and replaced with the following:

**5. Cost Proposal**

Please provide detailed costs of total project listing all the tasks and their individual costs. Additionally, provide standard schedules of charges that include hourly rates for professional services, overhead and direct costs.

**Revision No. 3:**

Section IV, Proposal Content, F. Proposal Checklist, page 3 of 3 is hereby deleted in its entirety and replaced with the following:

**F. Proposal Checklist**

- ☐ Cover Letter
- ☐ Technical Proposal
- ☐ Experience
  - Contractor Information Form
  - Contractor Experience Form
- ☐ Safety
  - Industrial Safety Record Form
- ☐ Vendors Cost Proposal
- ☐ Non-Collusion Declaration
- ☐ Acknowledgment of the Terms and Conditions of the City of Corona Maintenance General Services Agreement
- ☐ Contractor's Statement of Past Contract Disqualifications
- ☐ Designation of Subcontractors
- ☐ Vendor Performance Evaluation Form Acknowledgement

Should you have any additional questions or concerns, I can be reached at (951) 736-2369.

Thank you,

Scott Briggs  
Purchasing Specialist V